Regular Board Meeting Minutes
Cache Valley Transit District
Wednesday, September 23, 2020
5:45 pm
CVTD Administration Building
754 West 600 North, Logan, Utah
Electronic

Present: Holly Broome-Hyer, Glen Schmidt, David Geary, Lieren Hansen, Gregory Shannon, Sue Sorenson, Ron Natali, Cecelia Benson, Elaine Thatcher, Jeannie Simmonds, Shaun Bushman, Abraham Verdoes, Mike Arnold, Jeff Turley, Paul James, Patrick Jenkins, and Craig Wright

Excused: Lyle Lundberg and Bruce Lee

Others: Todd Beutler, Charise VanDyke, and Curtis Roberts

Regular Meeting Agenda

1. Call to order: Board Chair Holly Broome-Hyer

2. Acceptance of Minutes: Holly Broome-Hyer asked for a motion to approve the August 26 minutes and the agenda. Gregory Shannon moved; Craig Wright seconded. Vote was unanimous.

3. Approval of Agenda: Holly Broome-Hyer moved the approval of the agenda with the minutes. Vote was unanimous.

4. Next Board Meeting: October 28, 2020

5. Questions or comments from public: No comments or questions.

Board Business

6. Board Business:
   A. Recognition of Congressman Chris Stewart – Holly Broome-Hyer, Board Chair:

   Chris Stewart was thanked for helping the District to procure funding for the new facility. He has been a tireless advocate and helped to procure the money for the land the new facility will be built on. Congressman Chris Stewart spoke briefly. He considers Cache Valley home and graduated from USU. He said that CVTD has the best small urban transit and he’s happy to support CVTD. He commented

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that Todd Beutler, CEO, does remarkable work in DC and everyone knows and respects him.

B. Presentation of FY2021 budget objectives – Curtis Roberts, Administration Director: A few of the key budget successes to highlight from FY2020. During COVID-19, the District has kept core service, which is important for the segment of the population that really depends on the service. The District is operating right within budget. Even with the impacts of COVID-19, the Loop routes have been well received; it usually takes a year for people to recognize new service (especially with how different it is from the rest of the routes). The District was able to successfully get a grant to build a new facility, which positively impacts things in the future. Bus replacements are funded through 2024 (through federal grants and a 20 percent match from the District). Key budget objectives for 2021. Employees are fundamental, so it is important to pay suitably and maintain essential training. Safety is a large concern, so the suggestion is to continue with the current safety program, which has encouraged conversation between bus drivers and supervisors and improved stop announcements and passenger interactions. There is a chance to work with UDOT and USU to build a new bus stop by the business building and hopefully draw users on that side. Collaborate with a transportation-planning firm to examine if there are service methods that would be better in different areas; there isn’t sufficient staff to take this on, especially with the new construction project. Continue the voucher program with BRAG and continue identifying future transit corridors and express routes with the CMPO. Continue with the capital plan. Design and start construction of the new facility. Work with UDOT on the new training course. Update the capital plan to meet the need of any service changes. These are the key budget objectives for the next year. Board members can attend budget workshops in October. Discussion about the budget framework. The consultant for service recommendations is different from the Short Range Transit Plan; it is shorter and focuses more on smaller bites for better implementation. Looking particularly for a consultant with national experience that can suggest innovative service methods.

C. Report on facility application debriefing call with FTA – Holly Broome-Hyer, Board Chair: At the virtual debriefing for the 18 million dollar facility grant, the process that the application went through was discussed. There were 282 total applications from 51 states and territories. Almost two billion dollars of funding were requested (1.85 billion); the total funding was 464 million. An additional 161 million was added as part of an appropriations compromise. Coming out of the technical evaluation phase, 174 applications received an overall rating of “highly recommended” and totaled 1.1 billion dollars in requests. Ninety-six applications were funded (82 percent were fully funded). The FTA debriefer had no criticisms for the District’s application. The District received a highly

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recommended rating in all six areas. Points on which the application was successful: 20 percent match in hand, project was shovel ready (with environmental work already completed), and the application really laid out the details for why the facility was needed and how it would benefit the District in the future. Staff hit it right on the mark. Cecelia (who also attended the debriefing) commented that the FTA debriefer was complementary in every area and that the staff did an amazing job.

D. Consideration of CEO authorization to manage facility project – Craig Wright, Vice Chair: The debriefing call went over the process and broke down how much competition there was and the criteria that was used. Getting a highly recommended rating in all six areas is not common. One area in particular that received the highly recommended rating was the staff having the expertise to manage the project. They check to make sure that the project will be managed effectively to a successful completion. Todd Beutler and staff have had experience on previous projects that have used federal funds on which they were successful. The team is trained to handle this project and meet federal requirements. Craig Wright motioned that Todd Beutler, CEO, be given the authority to manage and design the project within the budget with oversight provided by the executive committee. Elaine Thatcher seconded. Vote unanimous.

E. Discussion of Board’s executive compensation policy – Shaun Bushman, Board Member: Continuation of last month’s discussion on compensation. Compensation can be broken into three parts: base pay, cost of living, and awards. The base pay can be assessed every 3 to 5 years with the help of a consultant. The cost of living can be adjusted yearly. Cost of living adjustments haven’t been made for some time; in consultation with HRCC (who examined an average rate for cities, regional government, and pseudo-government entities) the board can implement this. Cost of living is important to maintain. Awards could be done at any time for an accomplishment or “spot awards.” Discussion on spot awards. Spot awards could be given for things such as bringing in a massive grant or implementing a new route (like the Loop). Other organizations have used spot awards, such as the federal government and Georgia Pacific. Spot awards can be seen as more meaningful because it is immediate recognition. Accomplishments can get diluted by end of the year. A framework could be put in place to make sure the awards are consistently applied, reviewed regularly, and recognize areas of excellence (versus the normal day to day). The framework could also include goal setting, goal measurement, and an appropriate cap on awards. Nominations or mechanisms for recognition should be built in, so that spot awards are not neglected. Cost of living and base pay would be evaluated separately from spot awards. Discussion about how to budget. The budget amount for potential spot awards can be based off a set criteria in the framework; if spot awards are not
warranted then the funds won’t be spent. Spot awards cannot go over the budgeted cap amount. Discussion about forming a team to assess spot award framework.

7. **General Manager/Staff Reports:**
   A. Facility Update – Todd Beutler, CEO: The kickoff call with FTA went well. They’ve given pre-award authority to go forward with the project; because of past experience the staff doesn’t need to run the Request for Qualifications (RFQ) (for the design firm) through them. Staff is looking at other projects for ideas on how to move things forward efficiently. RFQs are required for federal construction. After each firm is evaluated and rated, then staff can start negotiating price and work down the list until a price can be settled on.

8. **Board Chair Report:**
   A. Holly Broome-Hyer, Board Chair: Holly Broome-Hyer recognized Ron Natali for his service on the Board. The work he has done on board policy is greatly appreciated. He has been on the board for almost six years. He will be serving a local mission in home storage and emergency preparedness.

9. **Adjourn:** Board Chair Holly Broome-Hyer adjourned the meeting.